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PROCESSING OF REQUISITIONS:

Division [REDACTED]

1. Receives request for stock, by cable, dispatch or requisition form.
2. Prepares standard requisition form - No. 36-125.
3. Coordinates with Commo, Medical, TSS or Security Office as their interests appear.
4. Prepares shipping instructions, Form 36-4.
5. Hands Requisition and Instructions to Area Coordinator.
6. Establishes Requisition File in office.
7. Keeps Field station informed of progress of supply.
8. Sends information from Master Requisition to Field giving them information as to the Cargo Numbers and Identifying Numbers given this shipment.
9. Receives VSD (Green) from the Area Coordinator when shipment is packed and ready for shipment.
10. Forwards by dispatch, the VSD to the Field station giving them pertinent shipping numbers and other information.
11. Performs follow-up and expediting service on the requisition and shipment.

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